

# MACKIN

3505 County Rd. 42 West  
Burnsville, MN 55306

**Phone** 800 245 9540

**Fax** 800 369 5490

## WHAT'S FREE

In addition to the free processing options to the right, Mackin offers other valuable services:

- Titles arrive 100% end-user ready. Just put the titles on the shelves and load the files.
- Full MARC electronic records for every title you order.
- Guaranteed-to-load records or complete card sets included.
- Free shipping anywhere in the continental U.S.

## ADDITIONAL PROCESSING SERVICES

See page 3 for pricing

- Customized labels
- Property labels or stamps
- Theft protection devices
- Colibri or Kapco covers
- Catalog cards

## CONTACT INFORMATION

School Name \_\_\_\_\_

Grade Levels \_\_\_\_\_

School District \_\_\_\_\_

School Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_

Person to contact \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Home Phone \_\_\_\_\_

Email \_\_\_\_\_

For Mackin Use Only

Customer # \_\_\_\_\_

Date Received \_\_\_\_\_

## FREE PROCESSING OPTIONS

Mark the basic items you would like. You only need to complete this form once. We automatically use these specifications when processing your orders unless you request a change.

**All materials come attached unless indicated.**

☐ Send all processing materials unattached.

☐ **MARC Record** --OR-- ☐ **Full Catalog Card Set**

☐ **Barcode Label**

☐ **Spine Label** (Standard placement is 1" from bottom of spine)

☐ **Mylar Covering** on jacketed books ☐ Taped ☐ Applied, not taped

☐ **Date Due Slip** Placement \_\_\_\_\_

(If pocket is also selected, there will be a 10 cents/title charge.)

☐ **Pockets**

☐ Small Pocket (or) ☐ Date-due-imprinted Pocket

Placement \_\_\_\_\_

☐ Send pockets unattached.

☐ Borrower's Card

Title, author and call number appear on the top of each pocket. To add any of the following data on your pockets, please indicate below.

☐ Barcode Number ☐ Price ☐ Lexile Level

☐ Date of Purchase

☐ School Name (30 chars./line, up to 2 lines)

## SUBJECT HEADING OPTIONS

☐ **LIBRARY OF CONGRESS (LC) CHILDREN'S SUBJECT HEADINGS**  
Library of Congress headings will be provided if LC Children's are not available.

☐ **SEARS SUBJECT HEADINGS**

LC Children's will be provided when Sears subject headings are not available.

If LC Children's are not available, LC will be provided.

☐ **LIBRARY OF CONGRESS (LC) SUBJECT HEADINGS**

**Special Instructions**

# CATALOGING OPTIONS

Complete this section if you are ordering catalog cards, spine labels or MARC records.  
If you are ordering MARC records you must also complete the **MARC Options** section.

**Note:** Mackin provides Library of Congress and/or Sears subject headings and Dewey classifications.

## 1 CALL NUMBERS

- ☐ With Dewey call numbers  
☐ Without (skip options 2-13)

## 2 CAPITALIZATION

- ☐ Capitalize first main entry letter only (Abc)  
☐ Capitalize all main entry letters (ABC)

## 3 NONFICTION CALL NUMBER Mark only one

- ☐ Print to first prime mark (logical Dewey classification break point)  
☐ No call number (no spine label)  
☐ Print Dewey Classification \_\_\_\_\_ digits past decimal  
☐ First Prime or \_\_\_\_\_ digits past decimal

## 3a NUMBER OF MAIN ENTRY LETTERS UNDER A NONFICTION CALL NUMBER

- ☐ No letters ☐ 3 letters  
☐ Entire surname ☐ Other \_\_\_\_\_

## 4 FICTION CALL NUMBER Mark only one

- ☐ F ☐ FICTION  
☐ FIC ☐ Fiction  
☐ Fic ☐ Dewey number ☐ Main Entry letters only  
☐ No call number ☐ Other \_\_\_\_\_  
(no spine label)

## 4a NUMBER OF MAIN ENTRY LETTERS UNDER A FICTION CALL NUMBER

- ☐ No letters ☐ 3 letters  
☐ Entire surname ☐ Other \_\_\_\_\_

## 5 STORY COLLECTION CALL NUMBER Mark only one

- ☐ 808.83 ☐ Treat same as fiction ☐ No call number  
☐ SC ☐ Main entry letters only (no spine label)  
☐ Other \_\_\_\_\_

## 5a NUMBER OF MAIN ENTRY LETTERS UNDER A STORY COLLECTION CALL NUMBER

- ☐ No letters ☐ 3 letters  
☐ Entire surname ☐ Other \_\_\_\_\_

## 6 EASY FICTION/EVERYBODY/PICTURE BOOKS Mark only one

- ☐ E ☐ P  
☐ Treat as Fiction ☐ Main entry letters only  
☐ EASY ☐ Easy  
☐ No call number ☐ Other \_\_\_\_\_  
(no spine label)

## 6a NUMBER OF MAIN ENTRY LETTERS UNDER AN EASY/EVERYBODY/PICTURE BOOK CALL NUMBER

- ☐ No letters ☐ 3 letters  
☐ Entire surname ☐ Other \_\_\_\_\_

## 7 INDIVIDUAL BIOGRAPHY CALL NUMBER Mark only one

- ☐ B ☐ Bio  
☐ 92 ☐ BIO  
☐ 921 ☐ Dewey Number  
☐ Biographee's name/letters only  
☐ No call number (no spine label) ☐ Other \_\_\_\_\_

## 7a NUMBER OF LETTERS OF BIOGRAPHEE'S NAME UNDER AN INDIVIDUAL BIOGRAPHY CALL NUMBER

- ☐ No letters ☐ 3 letters  
☐ Entire surname ☐ Other \_\_\_\_\_

## 8 COLLECTIVE BIOGRAPHY CALL NUMBER Mark only one

- ☐ Bio ☐ BIO ☐ Dewey Number  
☐ 920 ☐ CB ☐ Main Entry Letters Only  
☐ No call number ☐ Other \_\_\_\_\_  
(no spine label)

## 8a NUMBER OF MAIN ENTRY LETTERS UNDER A COLLECTIVE BIOGRAPHY CALL NUMBER

- ☐ No letters ☐ 3 letters  
☐ Entire surname ☐ Other \_\_\_\_\_

## 9 NONPRINT PREFIX

If your nonprint require specific prefixes, indicate them below.

### TYPE

### PREFIX TO BE ADDED

Audio Books (all) \_\_\_\_\_  
Cassette (only) \_\_\_\_\_  
CD (only) \_\_\_\_\_  
Kit (all) \_\_\_\_\_  
Book+Cassette (only) \_\_\_\_\_  
Book+CD (only) \_\_\_\_\_  
Music (all) \_\_\_\_\_  
Cassette (only) \_\_\_\_\_  
CD (only) \_\_\_\_\_  
Video (all) \_\_\_\_\_  
DVD (only) \_\_\_\_\_  
VHS (only) \_\_\_\_\_  
Educational Software \_\_\_\_\_

## 10 REFERENCE PREFIX

- ☐ R ☐ Ref ☐ REF ☐ Other \_\_\_\_\_

## 10a HOW SHOULD REFERENCE TITLES BE DESIGNATED?

- ☐ According to Mackin standards  
☐ Do not designate any reference  
☐ Only where indicated on my order  
☐ Mackin standards plus my designations

## 11 PROFESSIONAL PREFIX

- ☐ P ☐ Pro ☐ PRO  
☐ Prof ☐ PROF  
☐ TR ☐ Other \_\_\_\_\_

## 11a HOW SHOULD PROFESSIONAL TITLES BE DESIGNATED?

- ☐ According to Mackin standards  
☐ Do not designate any professional  
☐ Only where indicated on order  
☐ Mackin standards plus my designations

## 12 PAPERBACK DESIGNATION

- ☐ PB ☐ P ☐ PBK ☐ pb ☐ Other \_\_\_\_\_

## 12a HOW SHOULD PAPERBACKS BE DESIGNATED?

### a. Fiction Paperbacks Check only one

- ☐ No special designation ☐ Print designation only  
☐ Print over fiction call number ☐ Print as a suffix  
☐ Print over main entry letters only ☐ Print prefix middle, Fic PB Arm

### b. Nonfiction Paperbacks Check only one

- ☐ No special designation ☐ Print designation only  
☐ Print over nonfiction call num. ☐ Print as a suffix  
☐ Print over main entry letters only ☐ Print prefix middle, 398.2 PB Arm

### c. Easy Paperbacks Check only one

- ☐ No special designation ☐ Print designation only  
☐ Print over easy call number ☐ Print as a suffix  
☐ Print over main entry letters only ☐ Print prefix middle, E PB Arm

## 13 OTHER PREFIXES

- ☐ Big Books \_\_\_\_\_ ☐ Spanish \_\_\_\_\_  
☐ Board Books \_\_\_\_\_ ☐ Include bilingual? ☐ yes ☐ no  
☐ Graphic Novels \_\_\_\_\_ ☐ Other Foreign Language Prefix

☐ Include bilingual? ☐ yes ☐ no

# READING PROGRAM LABELS

☐ Accelerated Reader  
☐ Add Lexile to AR label

☐ Reading Counts (includes Lexile)  
☐ Lexile

(For classroom labels, including Fountas & Pinnell and DRA, contact Customer Service.)

☐ **Option 1** **AR, RC or Lexile Spine label**—adds the indicator **AR, RC or Lexile** to the bottom of your spine label. (No charge)

AR Spine

**FIC  
JON**

AR

RC Spine

**FIC  
JON**

RC

Lexile Spine

**FIC  
JON**

750L

☐ **Option 2** **Basic label**—includes points and Reading Level and is designed to go on the spine above the regular spine label. (No charge)

☐ Above spine label

☐ Send unattached

☐ Other \_\_\_\_\_

AR Basic

**AR RL  
4.5  
AR PTS  
7.0**

RC Basic

**RC PTS  
2.0  
RC RL  
3.5  
560L**

☐ **Option 3** **Enhanced label**—includes title, author, and reading program information. This label is not designed for use on spine. (No charge unless you want both options 2 and 3, which is 10¢/label.)

AR Enhanced

**Miracle's Boys  
Woodson, Jacquelin Quiz#:41559  
AR PTS 3.0 RL 4.30**

RC Enhanced

**Miracle's Boys  
Woodson, Jacquelin Quiz#:51330  
RC PTS 3.0 750L RL 4.30**

Lexile Enhanced

**Miracle's Boys  
Woodson, Jacquelin  
750L**

## ENHANCED LABEL PLACEMENT

Placement will be "top middle" unless otherwise specified.

- ☐ Inside front cover ☐ Inside back cover  
☐ Outside front cover ☐ Outside back cover  
☐ Front flyleaf ☐ Back flyleaf  
☐ Send unattached

Describe placement on page:

## AR QUIZZES

If you order AR tests from us, how do you want them sent? ☐ CD (Shipping charges apply)

☐ E-mail \_\_\_\_\_

# ADDITIONAL PROCESSING SERVICES

Your selections here will apply to ALL orders.

## THEFT DETECTION

**3M STRIPS** Check all that apply.

- ☐ Books **39¢**  
☐ Audio Cass. **65¢**  
☐ Video Cass. **65¢**  
☐ CD-Rom **\$1.30**  
☐ DVD **\$1.30**

**CHECKPOINT STYLE** Check one.

- ☐ Under pocket (9.5 MHz)  
☐ Date Due (9.5 MHz)  
Placement \_\_\_\_\_  
☐ Magnetic Strips  
not available for nonprint

**CHECKPOINT** Check all that apply.

- ☐ Books **39¢**  
☐ Audio Cass. **39¢**  
☐ Video Cass. **39¢**  
☐ CD-Rom **39¢**  
☐ DVD **39¢**

**COLIBRI COVERS** **\$1.29/book**

Apply to:

- ☐ Paperbacks ☐ MackinBounds  
☐ Hardcover

This becomes part of your permanent specifications.

NOTE: To select mylar covers (free), see page 1.

## CATALOG CARDS

- ☐ Full Catalog Card Set: 69¢ each (Charge applies if you want both MARC records and a Full Catalog Card Set)  
☐ Shelflist card: 15¢ each

**KAPCO COVERS** **\$1.79/book**

- ☐ Kapco Easy Cover protective laminate applied to all paperback books.

This becomes part of your permanent specifications.

## PROPERTY LABEL OR STAMP

10¢ per label/stamp

- ☐ Clear property label (centered) OR  
☐ Library stamp provided ☐ Mackin creates stamp — you will be billed \$25  
☐ Left justified ☐ Centered

**PLACEMENT** Stamping is done on **bottom middle** unless you specify alternate placement.

- ☐ Inside Front Cover ☐ Inside Front Flyleaf ☐ Title Page  
☐ Inside Back Cover ☐ Inside Back Flyleaf

**LABEL/STAMP SHOULD READ EXACTLY**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# MARC OPTIONS

Fill out this page if you are ordering MARC records. If you do not know the answers to any of these questions call Customer Service, 800-245-9540, or contact your software vendor.

## a SOFTWARE

☐ Software Name \_\_\_\_\_ Version # \_\_\_\_\_

## b COMPUTER PLATFORM

☐ Windows (or) ☐ Mac

## c DELIVERY METHOD

☐ Send to email address \_\_\_\_\_ (Quick and Easy!)  
☐ On CD

## d MARC21 RECORD FORMAT (also called USMARC or 1991 Microlif Protocol)

☐ MARC21/852 Holdings  
☐ MARC21/949 Holdings

### Complete this only if these apply to your system:

Primary agency or location code \_\_\_\_\_  
 Secondary agency or location code \_\_\_\_\_

### Item Loan Types and Collection Codes

If your system utilizes these codes, call Customer Service at 800-245-9540 for assistance.

# BARCODE INFORMATION

## e BARCODE LABEL INFORMATION

Barcode labels needed? ☐ Yes ☐ No  
 Optional second barcode at 10¢ each ☐ Yes ☐ No

## f BARCODE SYMBOLOGY

☐ Code 39 (Code 3 of 9)  
☐ Codabar  
☐ Circulation and Interleaved 2 of 5

If you use a Code 39 or Codabar, complete the following:

Number of digits in my barcode \_\_\_\_\_

Which kind of check digit (if applicable)?

☐ mod 43 ☐ mod 10

Barcode prefix (if applicable) \_\_\_\_\_

## g BARCODE NUMBER We suggest setting aside a block of numbers for Mackin orders exclusively.

Do not include check digit (if applicable) in barcode range.

☐ I have set aside a block of numbers for Mackin  
 from \_\_\_\_\_ to \_\_\_\_\_  
☐ I do not want to establish a barcode block.  
 Please start this order at # \_\_\_\_\_  
☐ I will send a new starting number or block with each order.

If you are a new customer or have a new automation system, we recommend that you send us a sample of your barcode to ensure accuracy. If your barcode uses a check digit, please send two consecutive barcodes.

Apply Barcode  
Sample Here

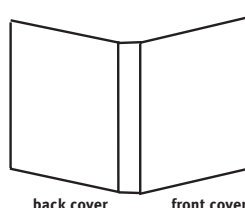
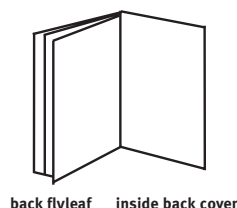
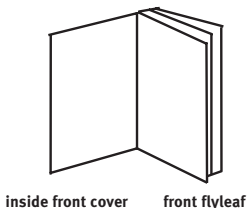
## h BARCODE NAME Limited to 30 characters, including spaces.

Write name exactly as it should appear on barcode, including capitalization and spaces.

## i BARCODE LABEL PLACEMENT

### WHERE PLACED?

Draw a rectangle in one of the diagrams below indicating where your barcode should be placed.



### IF VERTICAL, WHICH WAY?

Make selection below.


☐

☐

### MORE INSTRUCTIONS

☐ Avoid title with barcode.  
 Place as close as possible to position indicated.  
☐ Do not apply barcode. Send unattached.